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## HEALTH & FAMILY WELFARE DEPARTMENT

### NOTIFICATION

The 20th December, 2013

No. 34805-FW(Misc.)-32/2013/H.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of rules, regulations, orders and instructions issued in this regard, except as respects things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules regulating the method of recruitment and conditions of service of persons appointed to the Odisha Health Extension and Communication Services, namely:—

### PART – I

#### GENERAL

#### 1. Short title and Commencement:

(1) These rules may be called the Odisha Health Extension and Communication Service (Method of Recruitment and conditions of service) Rules, 2013.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

#### 2. Definitions:

(1) In these rules, unless the context otherwise requires:—

- (a) “Board” means the Selection Board constituted under rule-8 ;
- (b) “Committee” means the Departmental Promotion Committee constituted under rule-10 ;
- (c) “Government” means the Government of Odisha;
- (d) “Service” means Odisha Health Extension and Communication Service;

- (e) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950 as the case may be, made under Article 341 and 342 of the Constitution of India, respectively;
- (f) "Secretary" means the Secretary to Government of Health & Family Welfare Department and includes the Principal Secretary or the Commissioner-*cum*-Secretary as the case may be; and
- (g) "Year" means a calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

### **3. Composition of Service:**

The service shall consist of the following cadres namely:— (a) Public Health Extension Officer (b) Assistant District Public Health Communication Officer (c) District Public Health Communication Officer.

## **PART – II**

### **METHODS OF RECRUITMENT BY WAY OF PROMOTION**

#### **4. Method of Recruitment:**

Subject to other provisions made in these rules, the recruitment to the posts in the services shall be made by way of promotion in the following manner:—

(a) The post of Public Health Extension Officer shall be filled up from among the regular Field Health Staff of Multipurpose Health Supervisor and Multipurpose Health Workers, both male and female who are having required qualification and experience as prescribed in rule-6.

(b) The post of Assistant District Public Health Communication Officer shall be filled up from among the Public Health Extension Officer who have had at least five years of experience in the post of Public Health Extension Officer.

(c) The post of District Public Health Communication Officer shall be filled up from among the Assistant District Public Health Communication Officer who have had at least one year of experience in the post of Assistant District Public Health Communication Officer.

## **5. Reservations:**

Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder.

## **6. Educational qualification and experience required for the post.**

(1) For consideration for promotion to the post of Public Health Extension Officer, a candidate must possess a Bachelor Degree in Arts / Science / Commerce from a recognized University and must have Diploma in Health Education (DHE) or Diploma in Health Promotion Education (DHPE), qualification from institutions recognized by either Government of India or Government of Odisha and must have minimum two years of experience in regular service related to Community Health Education.

(2) Multi Purpose Health Worker both Male and Female candidates shall be required to exercise option for promotion to the post of Public Health Extension Officer, if they so desire and the option once exercised shall be treated as final.

## **7. Combined Gradation list for the purpose of Promotion:**

For the purpose of consideration of Promotion to the post of Public Health Extension Officer a common gradation list of Multipurpose Health Supervisor and Multipurpose Health Workers shall be prepared in the following manner—

- (a) In each year of appointment the names of the Multipurpose Health Supervisor (Male) and Multipurpose Health Supervisor (Female) shall be arranged according to their date of appointment to the service.
- (b) In each year of appointment the names of the Multipurpose Health Worker (Male) and Multipurpose Health Worker (Female) shall be arranged at State level according to their date of appointment to the service.
- (c) In each year of appointment Multipurpose Health Supervisors in clause (a) shall be placed above Multipurpose Health Workers in clause (b):

Provided that in case the date of appointment of two or more Multipurpose Health Supervisor/Multipurpose Health Worker happens to be the same, the person older in age shall be placed above the younger.

## 8. Selection Board:

(1) Promotion to the post of Public Health Extension Officer shall be considered by a Board which shall consist of the following members; namely:—

- (i) Director, State Institute of Health & Family ... Chairman  
Welfare, Odisha.
- (ii) Additional / Joint / Deputy Director, State ... Member  
Institute of Health & Family Welfare, Odisha.
- (iii) Deputy Secretary of a Department of ... Member  
Secretariat other than the administrative  
Department nominated by the Secretary of the  
concerned Department.
- (iv) A representative of ST & SC Development ... Member  
Department.
- (v) Deputy Director (HE) ... Convenor

(2) The recommendation of the Board shall be valid and can be acted upon notwithstanding the absence of any one of its members other than the Chairman.

Provided that the members so absents were duly invited to attend the meeting of the Board and the majority of members of the Board attended the meeting.

**9. Procedure for selection by the Board.—** (1) The board shall meet at least once in a year preferably in the month of January to prepare a list of employees found to be suitable for promotion.

(2) The Board while considering the promotion cases of suitable employees and preparing the list, shall follow the provisions of,—

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and

(d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

#### **10. Constitution of Departmental Promotion Committee:**

(1) The Departmental Promotion Committee for the post of Assistant District Public Health Communication Officer shall consist of the following members; namely:—

- (i) Director, State Institute of Health & Family ... Chairman  
Welfare, Odisha.
- (ii) Additional / Joint / Deputy Director, State ... Member  
Institute of Health & Family Welfare, Odisha.
- (iii) Deputy Secretary of a Department of ... Member  
Secretariat other than the administrative  
Department nominated by the Secretary of the  
concerned Department.
- (iv) A representative of ST & SC Development ... Member  
Department.
- (v) Deputy Director (HE) ... Convenor

(2) The Departmental Promotion Committee for the post of District Public Health Communication Officer shall consist of the following members; namely:—

- (i) Secretary to Government, Health & F.W. ... Chairman  
Department.
- (ii) Special Secretary / Additional Secretary to ... Member  
Government, Health & F.W. Department.
- (iii) Concerned Heads of Department in D.S.I.H. & ... Member  
F. W., Odisha.
- (iv) Representative from ST & SC Development ... Member  
Department.
- (v) Deputy Secretary to Government, Health & ... Member  
F.W. Department.

(3) The recommendation of the Committee shall be valid and can be operated upon notwithstanding the absence of any one of its members other than the Chairman:

Provided that the member so absenting was duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

#### **11. Procedure for selection by the Committee:**

(1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of Officers (employees) fund to be suitable for promotion to the next higher posts taking into account the existing vacancies and anticipated vacancies of the year in which the Departmental Promotion Committee meets.

(2) The Committee while considering the promotion cases of eligible officers shall follow the provisions of —

- (a) the Odisha Reservation of Vacancies in Posts & Services (for Scheduled Caste & Scheduled Tribe) Act 1975 and the rules made thereunder;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules 1992; and
- (d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

#### **12. Gradation list for the purpose of Promotion:**

The Director, State Institute of Health and Family Welfare, Odisha shall prepare separate gradation lists of the Public Health Extension Officers and Assistant District Public Health Communication Officer for the purpose of promotion to the next higher posts as in clauses (b) and (c) of rule-4.

#### **13. Select List:**

(1) The recommendation of the Board or the Committee, as the case may be after being approved by the Secretary and the Government respectively, shall form the select list.

(2) The lists of employees recommended for promotion by the selection Board or the Departmental Promotion Committee as the case may be shall ordinarily be in force for a period of one year from the date of its approval by the Secretary and the Government respectively.

(3) Appointment to any post in the service shall be in the order in which their names appear in the select list.

**PART –III**  
**MISCELLANEOUS**

**14. Probation and Confirmation:**

(1) Every person appointed to the service shall be on probation for a period of one year from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases, extend the period of probation for another period of one year:

Provided further that such period of probation shall not include,—

- (a) extraordinary leave;
- (b) period of unauthorized absence; and
- (c) any other period held to be not being on actual duty.

(2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by the appointing authority at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his former post.

(3) A probationer after completing the period of probation to the satisfaction of appointing authority shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

**15. *Inter se*-seniority:**

The *Inter se*-seniority of the persons promoted shall be in the order in which their names appear in the select list.

**16. Relaxation:**

When it is considered by the Government that it is necessary or expedient so to do in the public interest, they may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of the employees.

**17. Interpretation:**

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

By Order of the Governor

P. K. MOHAPATRA

Principal Secretary to Government